

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
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016 - PUBLIC HEALTH REGION - NURSING

4	MONTHLY BIOLOGICAL REPORTS (MONTHLY VACCINE REPORTING FORMS)	5		5	C		O	X	PAPER, ELECTRONIC.
11	SELECTED EMERGENCY IMMUNIZATION CLINIC RECORDS	CE+5	5	CE+10	C		O	X	PAPER, ELECTRONIC
12	COMMUNICABLE DISEASE REPORTS	AV+5	5	AV+10	C		O	X	PAPER, ELECTRONIC
992	MEDICAL RECORDS	AC		AC	C		O	X	AC=7 YEARS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICH EVER COMES LATER; PAPER, ELECTRONIC
1499	IMMUNIZATION RECORDS	CE+5	5	CE+10	C		O	X	SEE ALSO SCHEDULE # 010; PAPER, ELECTRONIC
1500	CLIENT INFORMATION FORMS	AC+7		AC+7	C		O		NOTE; TO BE MAINTAINED AS LONG AS COMPANION MEDICAL RECORDS (SEE ALSO SCHEDULE # 010); PAPER, ELECTRONIC
1501	CONSENT FORMS	CE+5	5	CE+10	C		O		NOTE; TO BE MAINTAINED AS LONG AS COMPANION MEDICAL RECORDS (SEE ALSO SCHEDULE # 010); PAPER, ELECTRONIC
1502	MASTER INDEX FILE	AC+7		AC+7	C		P		NOTE; TO BE MAINTAINED AS LONG AS COMPANION MEDICAL RECORDS
1503	ADVERSE REACTION VACCINE REPORT	AC+7		AC+7	C		O	X	PAPER, ELECTRONIC
1504	TUBERCULOSIS DAY BOOK (DAILY LOG)	1		1	C		O		PAPER, ELECTRONIC
1505	WIC DAILY CARD AND PARTICIPATION LOG	FE+3		FE+3	C		O		PAPER, ELECTRONIC
1506	WIC HEALTH RECORD	AC+7		AC+7	C		O		WIC=WOMEN, INFANTS & CHILDREN; PAPER, ELECTRONIC
1507	STANDING DELEGATION ORDERS	US+5		US+5	C		O	X	PAPER, ELECTRONIC
5391	VACCINE INFORMATION DOCUMENTATION FORMS	4	20	24	C		O		PAPER, ELECTRONIC
5393	DAY CARE REFERRALS	AC+3		AC+3	C		P		RETENTION MAY VARY TO COMPLY WITH SPECIFIC STATUTORY REQUIREMENTS

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

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	5400	RUBELLA REFERRALS	AC+1	1	AC+2	C		O	X		PAPER, ELECTRONIC
	5401	HEPATITIS B LOGS	AC+1		AC+1	C		O			PAPER, ELECTRONIC
1.1	4643	CASE MANAGEMENT RECORDS	AC		AC	C		P			AC=SEVEN YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER COMES LATER.
1.1	5394	AUTOMATED INVENTORY REPORTS	CE+1	1	CE+2	O		E	X		
1.1	5406	NIADS REMITTANCE & STATUS REPORT	6MO.	4YR6MO	5	O		P			94-501-179
1.1.002	1508	AUDITS - PATIENT RECORDS, WIC RECORDS AUDIT, M&CH AUDITS, TITLE XX AUDITS	AC+3		AC+3	O		O			M&CH=MATERNAL & CHILD HEALTH; PAPER, ELECTRONIC. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.002	5437	SURVEYS (CASA CLINIC, RETROSPECTIVE)	AC+3		AC+3	O	R	E	X		
1.1.006	1509	COMPLAINT FILE	AC+2		AC+2	C		P			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	1510	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	O	X		PAPER, ELECTRONIC
1.1.008	1511	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.013	1512	ITINERARY INFORMATION (APPOINTMENT BOOKS, MONTHLY CLINIC SCHEDULES, WIC CLASS SCHEDULES, WAITING LISTS	CE+1		CE+1	O		O			PAPER, ELECTRONIC
1.1.025	1518	RULES AND REGULATIONS	US+3		US=3	O	R	O	X		PAPER, ELECTRONIC
1.1.043	1519	TRAINING MANUALS	US+1		US+1	O		O			PAPER, ELECTRONIC
1.1.063	1514	MEETING MINUTES/NOTES - STAFF	1		1	O		O			PAPER, ELECTRONIC
1.1.067	1517	REPORTS - ADMINISTRATIVE	3		3	O	R	O			PAPER, ELECTRONIC
2.1.007	5390	WORDPERFECT PROGRAMS	AC		AC	O		E	X		

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2.2.011	1521	BATCH/DATA ENTRY CONTROL FORMS (WIC)	AC+3		AC+3	O		P		RETENTION BASED ON FEDERAL GUIDELINES. AC=DATE OF FINAL EXPENDITURE REPORT AND ALL AUDIT FINDINGS HAVE BEEN RESOLVED.
2.2.012	1522	COMPUTER PRODUCED OUTPUT	AV		AV	C		P	X	
5.1.001	13	CONTRACTS	AC+4		AC+4	O		P	X	
5.1.001	27	PHYSICIANS UNDERSTANDING/AGREEMENTS	AC	4	AC+4	O		O	X	PAPER, ELECTRONIC
5.1.001	4646	IMMUNIZATION SITE VISITS/CONTRACTOR QUALITY ASSURANCE REVIEWS	AC+4		AC+4	O		P		SITE VISITS OR QUALITY ASSURANCE REVIEWS ON MEDICAID PROVIDER SERVICES MUST BE RETAINED FOR AC+5, WITH AC=UNTIL ALL AUDIT AND BILLING QUESTIONS ARE RESOLVED.

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